

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PRIVATE SECRETARY SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
PRIVATE SECRETARY I	34201
PRIVATE SECRETARY II	34202

Effective: 06/01/2015

SERIES DISCUSSION:

The Private Secretary series is designed for positions characterized as 4d (1) Code exemptions; such positions are engaged in secretarial work for the director or chairperson of a state department, board or commission. The Private Secretary positions are entrusted with the confidence of the director or chairperson. All positions included in this series are exempt from Jurisdiction B of the Personnel Code, and are located in Sangamon County or Cook County administrative offices. However, if a department, board or commission maintains a major administrative division, service or office in both Sangamon and Cook County, one private secretary may be employed at each location. Positions included are responsible for functions such as management of correspondence, requests and maintenance of records and information, taking and transcribing highly complex and sensitive dictation, organization of rules, policies and procedures, schedule management and representing the director or chairperson through oral and written communication with government officials, representatives, inter-departmental heads and other individuals. The Private Secretary positions may also serve as line supervisors or lead workers to lower level secretarial and clerical staff.

The Private Secretary Series contains two levels which are distinguished by the scope of administrative responsibilities. Coordinative and administrative functions performed require working knowledge of program activities, the ability to interpret and explain the program to others, and the ability to assist in the interpretation and installation of programs and procedures and conduct feasibility studies and other studies affecting agency operations.

PRIVATE SECRETARY I

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## DISTINGUISHING FEATURES OF WORK:

Under administrative direction, performs confidential secretarial and minor administrative functions for the director or chairperson of a department, board or commission; exercises considerable independent judgment in making determinations on important problems which involve interpretation of established policies, procedures and programs; may serve as a line supervisor to lower level secretarial or clerical staff.

## ILLUSTRATIVE EXAMPLES OF WORK:

1. As private secretary to a director or chairperson of a state agency, board or commission, transcribes and keyboards sensitive and complex documents, reports, letters, speeches, minutes of meetings, testimony of hearings, legislation, rules and regulations and budgetary information, which often involves technical, legal or medical terminology; may take extensive confidential dictation; ensures transcribed information is clear and concise, grammatically correct and in compliance with recommended action; schedules and confirms appointments, meetings and conferences; gathers needed information, documents or reports and assembles for distribution; composes correspondence for the supervisor's signature or utilizes own initiative in responding to requests from the public; composes, keyboards and signs routine inter-departmental letters and memoranda; maintains confidential and administrative files and redesigns filing system when necessary; operates manual and automated office in performing assigned duties and responsibilities.
2. Receives, reviews and distributes incoming correspondence; coordinates the preparation of outgoing correspondence; establishes completion dates and follows up on late information; keeps mail log indicating date received, whom correspondence was received from and distributed to, nature of correspondence and targeted response date; prepares reports for director's review of assignments overdue or completed timely; reviews outgoing correspondence for clarity, grammar, punctuation, spelling and compliance with policies, rules and regulations.
3. Serves as a liaison between various managers by requesting information for reports or documents or the preparation of such information; informs managers of new department directives, policies and procedures concerning report or document preparation for the director's approval.
4. Attends and participates in various staff meetings to keep informed of proposed changes in policy and procedures and legislative activities.
5. Directs or coordinates activities of office support staff, advising and instructing on changes in procedures affecting the preparation of correspondence and reports for the director's review; as a lead worker, assigns and reviews work of office support staff, provides guidance and direction and monitors completion of performance objectives; or, as a line supervisor, directs work activities, evaluates work performance, prepares and signs performance evaluations and related documents affecting subordinate staff and adjusts grievances; or, as a coordinator, serves as a resource to other office staff, providing guidance and direction, resolving the more complex or technical problems and monitoring special project activities.

PRIVATE SECRETARY I (Continued)

6. Screens incoming calls and visitors; independently responds to nontechnical inquiries involving agency policies and programs; refers complex inquiries to appropriate persons.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### DESIRABLE REQUIREMENTS:

##### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and three years of secretarial experience; or the completion of high school and five years of secretarial experience.

##### Knowledge, Skills and Abilities

Requires working knowledge of agency programs, rules and regulations.

May require working knowledge of bookkeeping and budgetary principles and procedures.

Requires extensive knowledge of manual and automated office equipment.

Requires thorough knowledge of principles of office management.

Requires thorough knowledge of composition, grammar, spelling and punctuation.

Requires skill in keyboarding accurately.

May require skill in taking dictation accurately.

May require registration as a notary public.

May require possession of an appropriate valid driver's license.

Requires ability to establish and develop written instructions and procedures.

Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

Requires ability to communicate clearly and effectively both orally and in writing.

May require ability to supervise, instruct, guide and train others.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

PRIVATE SECRETARY II

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## DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval, performs highly confidential secretarial and administrative functions for the director or chairperson of a department, board or commission; exercises independence in making decisions in the absence of the supervisor; conducts studies and investigations concerning agency operations; serves as a liaison with other department officials; may serve as a line supervisor of lower level office support and secretarial staff.

## ILLUSTRATIVE EXAMPLES OF WORK:

1. As an administrative secretary to the director of a state agency or chairperson of a board or commission, keyboards highly sensitive and complex letters, reports, testimony of hearings and minutes of meetings involving legal, technical and/or medical terminology; may take extensive dictation; acts in an administrative liaison capacity in conferring with managers, government officials and representatives of other agencies, boards and commissions concerning the interpretation of programs, operations, rules and regulations; gathers and compiles information for use in preparation of special reports, documents and speeches; coordinates work assignments of administrative and executive staff ensuring completion target dates are met; drafts correspondence of a technical nature explaining established programs, services, rules and regulations for supervisor's signature; prepares non-routine correspondence; signs correspondence as authorized by the supervisor; makes travel arrangements; maintains extensive calendars of supervisor's activities.
2. Establishes and maintains administrative and confidential files of correspondence, memoranda, reports and other documents; establishes filing systems and monitors completion dates for follow-up on work assigned; may use automated office equipment in maintaining and updating filing systems, generating reports or other documents or responding to inquiries.
3. Conducts studies relating to agency operations and procedures; gathers, analyzes and interprets data to develop recommendations on problems affecting agency programs, operations and procedures; upon approval, ensures the execution of new procedures and informs agency managers of changes.
4. Receives, reviews and screens incoming mail for priority and importance; routes to appropriate program manager for response, noting established completion date; reviews outgoing correspondence, editing for grammar, punctuation and spelling and assuring clarity and conformance to established policies, procedures, rules and regulations.
5. Participates in agency-wide staff meetings; makes assignments to program managers, based on supervisor's instructions, for studies or projects involving such matters as program coordination, administrative policy, budget, internal controls and report preparation; indicates nature of work required and due dates.
6. Directs or coordinates activities of office support staff, advising and instructing on changes in procedures affecting the preparation of correspondence and reports for the director's review; as a lead worker, assigns and reviews work of office support staff,

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provides guidance and direction and monitors completion of performance objectives; or, as a line supervisor, directs work activities, evaluates work performance, prepares and signs performance evaluations and related documents affecting subordinate staff and adjusts grievances; or, as a coordinator, serves as a resource to other office staff, providing guidance and direction, resolving the more complex or technical problems and monitoring special project activities.

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### DESIRABLE REQUIREMENTS:

##### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience.

##### Knowledge, Skills and Abilities

Requires working knowledge of agency programs, rules and regulations.

May require working knowledge of bookkeeping and budgetary principles and practices.

May require working knowledge of personnel and labor relations policies and practices.

May require working knowledge of statistical analysis.

Requires extensive knowledge of manual and automated office equipment.

Requires thorough knowledge of principles of office management.

Requires thorough knowledge of composition, grammar, spelling and punctuation.

Requires skill in keyboarding accurately.

May require skill in taking dictation accurately.

Requires ability to establish and develop written instructions and procedures.

Requires ability to communicate clearly and effectively both orally and in writing.

Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

May require ability to supervise, instruct, guide and train others.

May require licensure as a notary public.

May require possession of an appropriate valid driver's license.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.